

Fig. 1

FIG. 2

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Microsoft
EMPLOYEE
ANNUAL PERFORMANCE REVIEW
AUGUST 2001

This form is to be used by employees who are contributors.
Please complete all three parts of this Review

1. Performance Review and Goal Setting
2. Strengths and Areas for Development
3. Overall Rating, Comments and Signat

Performance feedback sessions should take place periodically throughout the next review period. January through March 2002, a focused feed planning and assessment session will take your manager around job skills and career de

Document Actions

Microsoft Review Form

- Start Review Wizard...
- Open Last Review...
- Submit Review...

Objectives

- + Last Year's Objectives
- Objective Writing Tips

Determine what accomplishments are necessary for success during the next review period. These accomplishments should align with and reinforce:

- * Your area of responsibility
- * Your strengths and knowledge
- * The goals of your group and division
- * Your areas of interest

Determine your focus within the accomplishments. What specific actions and events are required to achieve the accomplishments?

Determine what success will look like.

Part 1 – Performance Review and Goal Setting

A. Evaluate Performance Against Objectives

EMPLOYEE'S EVALUATION AND RATING:
* [Click here and type]

REVIEWER'S EVALUATION AND RATING:
* [Click here and type]

Remove Smart Document Information

Page 1 Sec 1 1/3 At 4.3" Ln 19 Col 1 REC TRX EXT OVR English (U.S)

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Fig. 3

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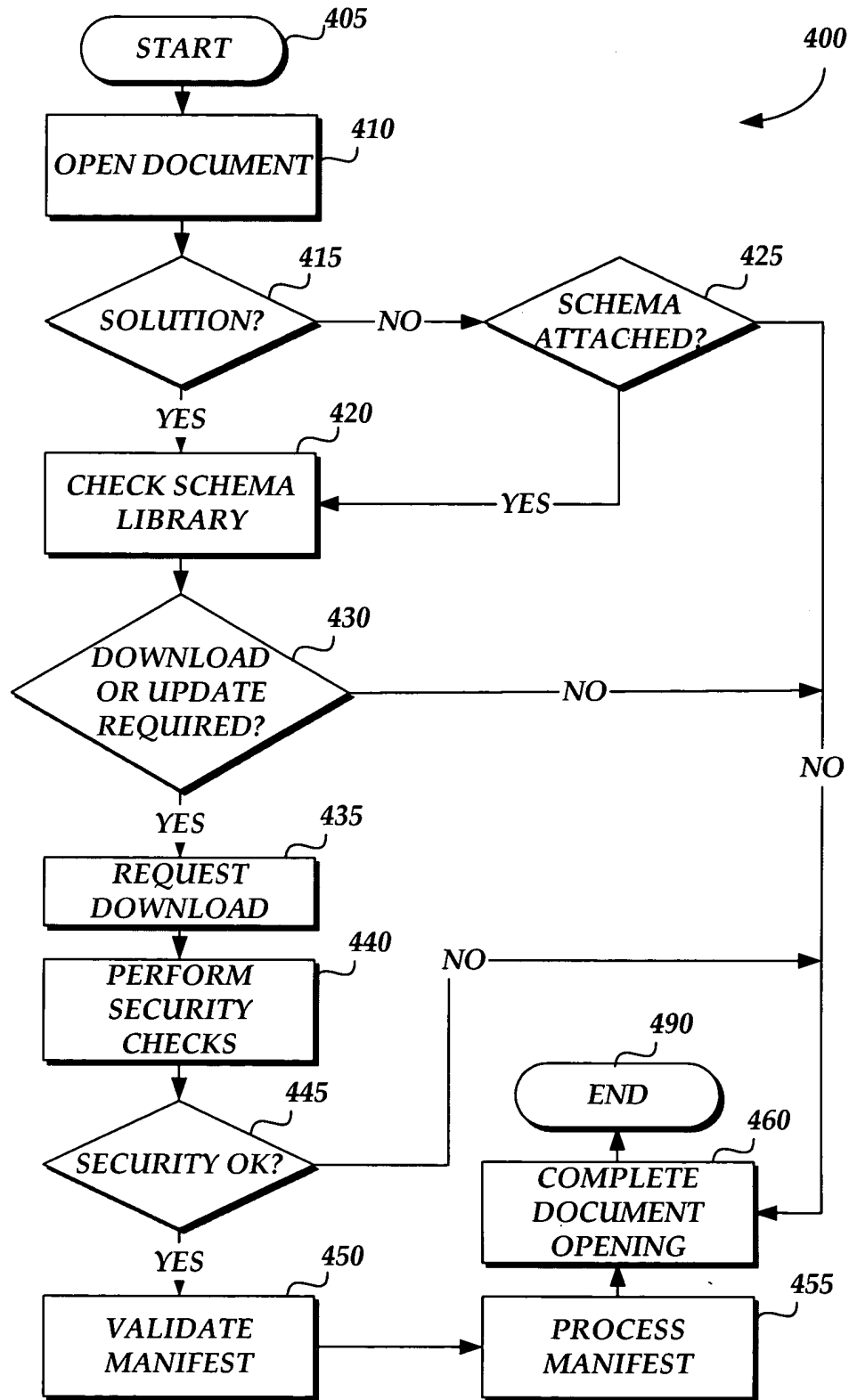
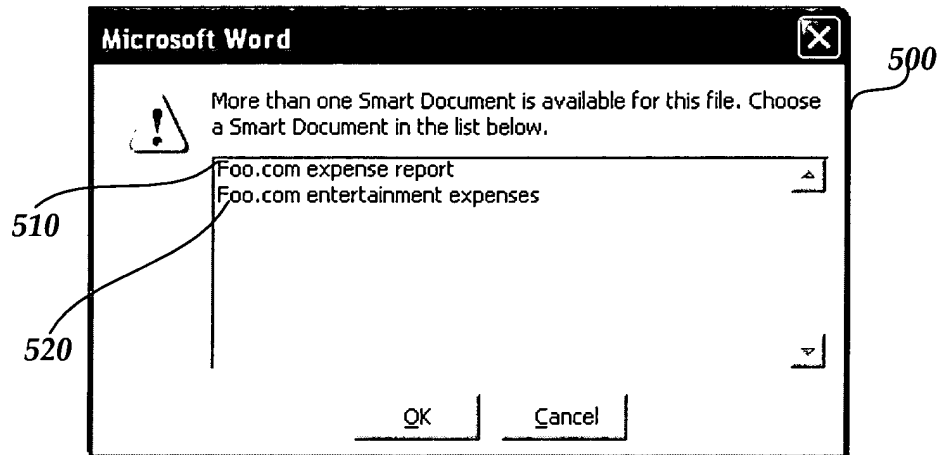
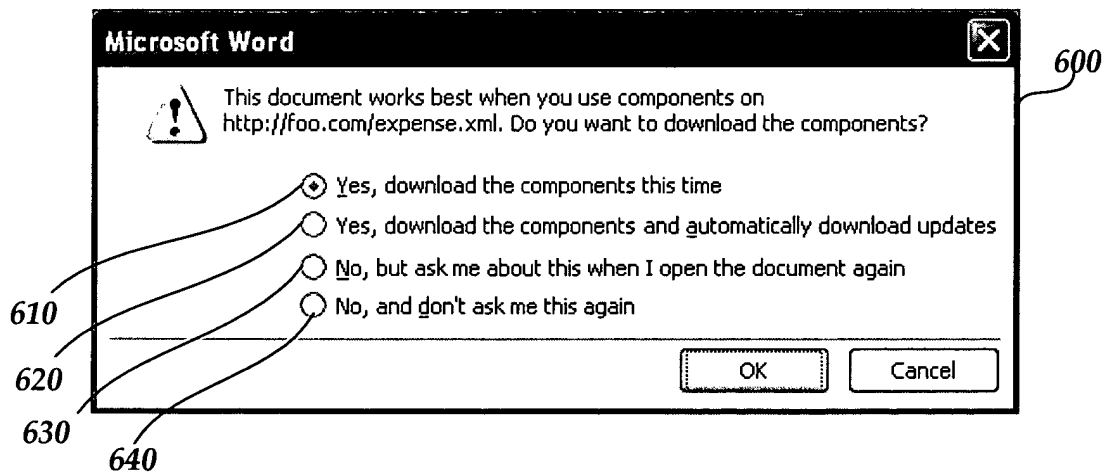
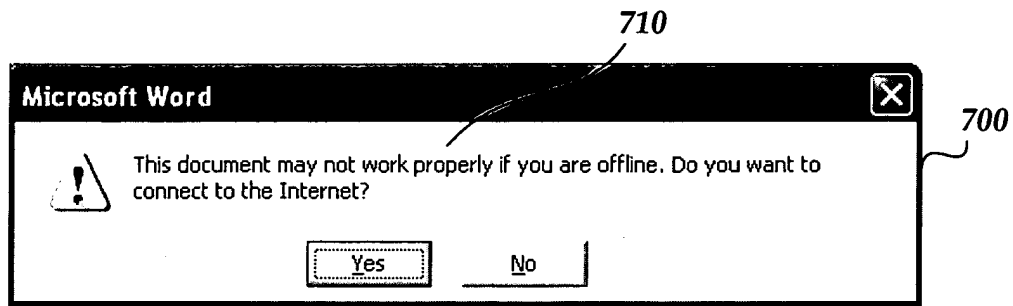
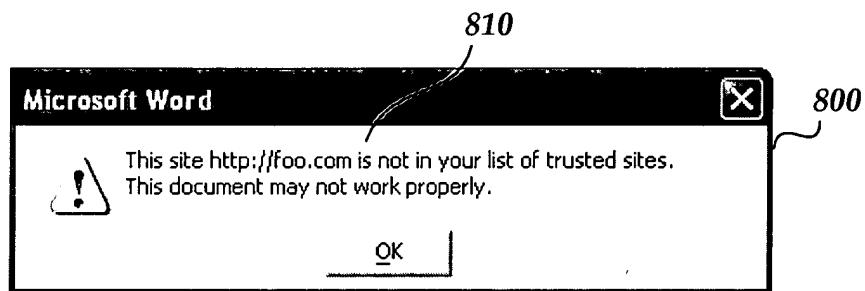
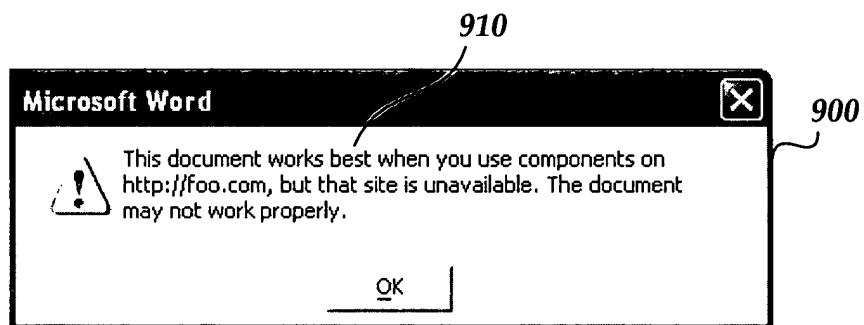
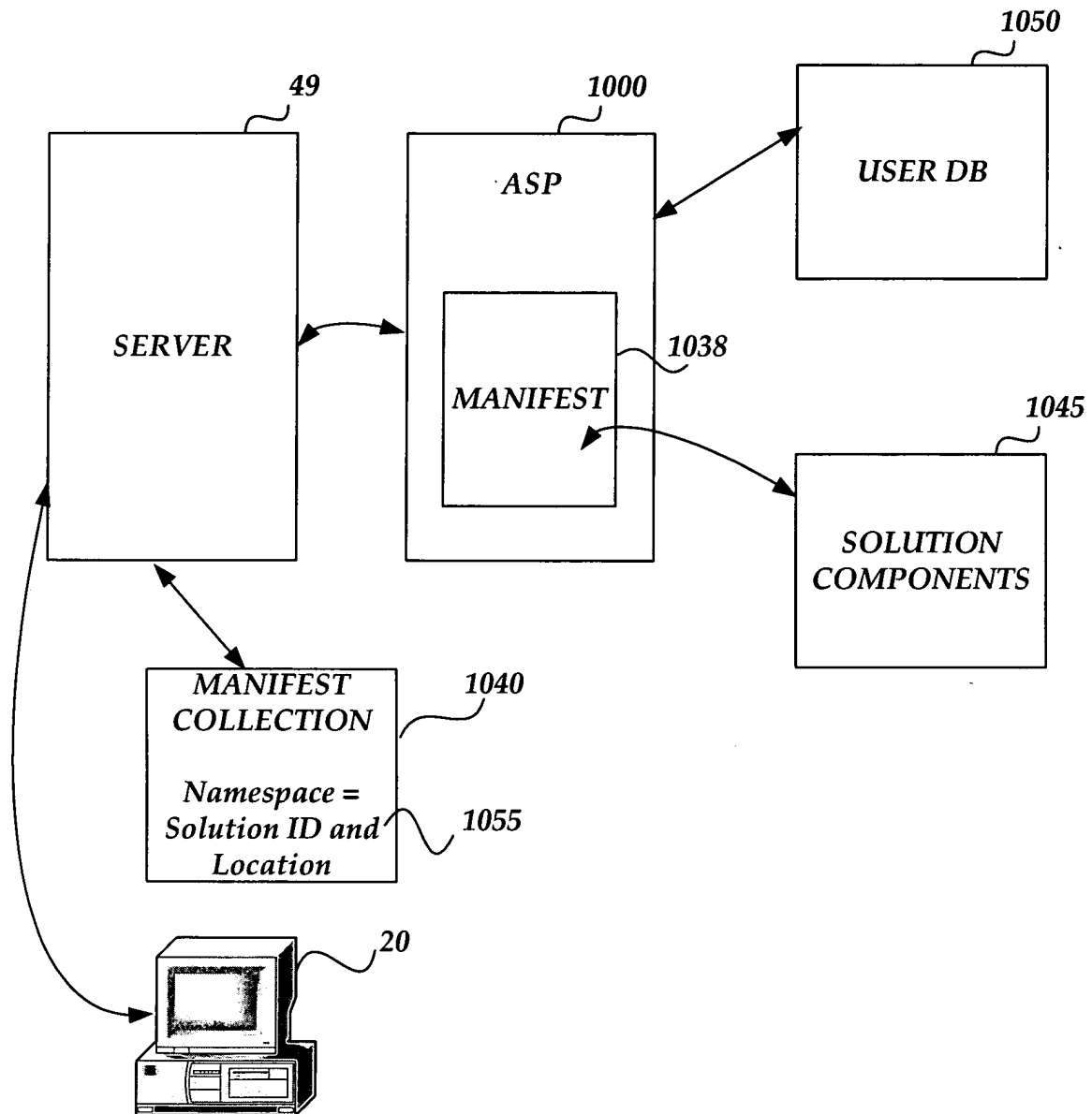


Fig. 4

*Fig. 5**Fig. 6*

*Fig. 7**Fig. 8**Fig. 9*

*Fig. 10*

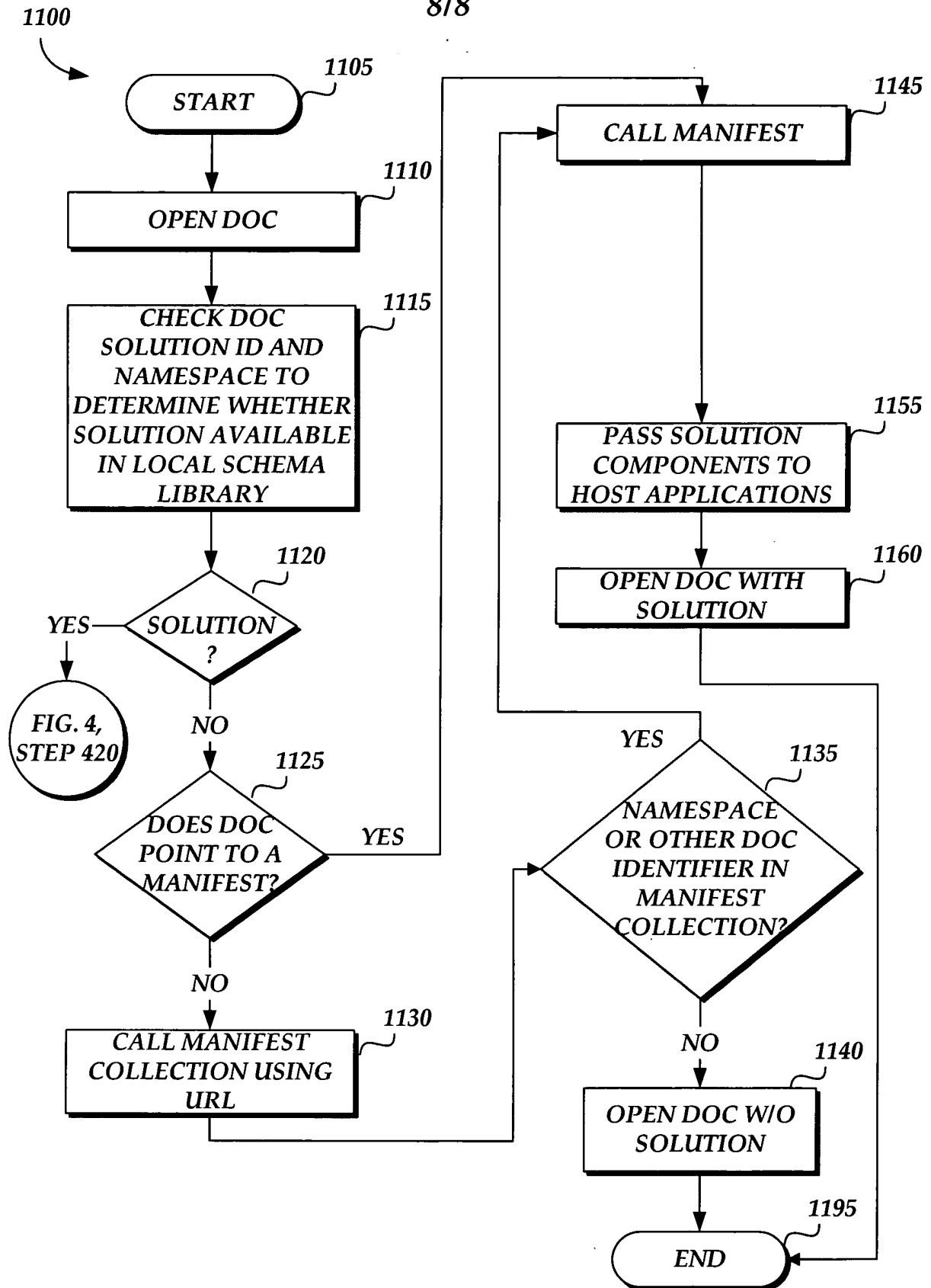


Fig. 11